

## **LBNL – PROCUREMENT STANDARD PRACTICES**

**Section: 8 Required Sources of Supply**  
**Subject: 8.2 Government Sources – General**

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**PURPOSE:** This standard practice (SP) describes the procedures to follow when obtaining goods or services from government sources of supply.

**POLICY:** The Laboratory may fulfill its acquisition requirements from government sources of supply when it is required, economically advantageous, or otherwise in the best interest of the Laboratory.

**SCOPE:** This SP applies to acquisitions from government sources of supply.

### **DEFINITION:**

#### **Strategic and Critical Materials**

Strategic and critical materials means materials which the National Security Council (NSC) determines (a) would be needed to supply the military, industrial, and essential civilian needs of the United States during a national emergency and (b) are not found or produced in the United States in sufficient quantities to meet these needs.

### **PROCEDURES:**

#### **Required Sources of Supply**

**Helium and Helium Usage** – The Laboratory must fulfill its helium requirements to the extent that supplies are available by issuing a subcontract to a federal helium supplier that (a) has an in-kind crude helium sales contract with the Bureau of Land Management (BLM) and (b) is listed on the BLM Amarillo Field Office's Authorized List of Federal Helium Suppliers available via the Internet at the following website:

[http://www.nm.blm.gov/www/amfo/amfo\\_home.html](http://www.nm.blm.gov/www/amfo/amfo_home.html).

Within 10 days after the delivery of helium from a Federal helium supplier, the Laboratory shall provide the DOE Contracting Officer with the following data:

- The name of the supplier;
- The amount of helium purchased;
- The delivery date(s); and
- The location where the helium was used.

Subcontracts issued for the purchase of helium shall be subject to the requirements of FAR 52.208-8 and DEAR 908.7108. (See SP 8.1, *Special Purchases*, for definitions.)

**Utility Services** – Utility services for the furnishing of electricity,

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gas (natural or manufactured), steam, water, or sewerage must be acquired directly by DOE unless DOE determines that it is in its best interest to authorize the Laboratory to do so.

Subcontracts for utility services must be approved by DOE and are subject to the requirements of DEAR 970.41.

**Strategic and Critical Materials** – The Laboratory must fulfill its requirements for strategic and critical materials through use of the excess strategic and critical materials in the General Services Administration (GSA) inventories. The General Services Administration (DS), Washington, DC, 20406, should be contacted directly for any detailed information regarding specifications, prices, and methods of placing an order.

**Motor Vehicles** – The Laboratory may lease motor vehicles from commercial sources only when:

- The vehicles cannot be obtained from the GSA through the Interagency Motor Pool System and
- The vehicles are not available through the GSA Consolidating Leasing Program. The leasing of vehicles from commercial sources must meet the requirements of FAR 8.11 and DEAR 908.11

Short-term rentals of motor vehicles exceeding 60 days must be approved in advance by DOE.

**Other Commodities** – See SP 8.1, *Special Purchases*, for the list of other commodities that must be purchased in accordance with DOE and Federal Property Management Regulation requirements, including required sources of supply.

### Purchases From Federal Agencies

**Subcontracting Directly with a Federal Agency** – Many government agencies allow the Laboratory to contract directly with them. Before purchasing goods or services from a federal agency, the agency must be contacted to determine whether it will accept an order directly from the Laboratory. The Laboratory's standard terms and conditions do not apply to orders with a federal agency. The order must contain the Laboratory's authorization from DOE to procure goods and services from government sources of supply.

**Subcontracting with a Federal Agency Through DOE** — If a federal agency will not accept an order from the Laboratory, DOE can obtain the goods or services from the federal agency for the Laboratory. A written request for the required goods or services must be provided to DOE. This request must be authorized by the procurement supervisor and must specify the required goods or services and the Laboratory subcontract number.

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### **Acquisition from Department of Defense (DoD) Sources**

The Laboratory is authorized to subcontract directly with DoD or its contractors. The subcontract must contain the appropriate authorization statement.

### **Authorization to Cost-Reimbursement Subcontractors**

When appropriate, the Laboratory may authorize cost reimbursement subcontractors to acquire goods and services directly from government sources of supply. Such authorization must be approved in advance by DOE.

## **RESPONSIBILITIES:**

### **Procurement Specialist**

The procurement specialist shall:

- Consider subcontracting with government sources of supply when it is economically advantageous or otherwise in the best interest of the Laboratory;
- Obtain DOE approval to rent a motor vehicle from a commercial source for more than 60 days;
- Lease vehicles from commercial sources only when the vehicles are unavailable through GSA;
- Obtain helium from authorized list of federal suppliers, and provide the DOE Contracting Officer with the supplier's name, amount of helium purchased, delivery date(s), and location where the helium was used;
- Obtain authorization from a procurement supervisor and process a request for goods and services through DOE when a federal agency will not accept a subcontract from the Laboratory;
- Include the appropriate authorization statement in orders to government sources of supply; and
- Obtain authorization from DOE to allow a subcontractor with a cost-reimbursement subcontract to acquire goods or services from government sources of supply.

## **CLAUSE:**

Include the *Tagging of Leased Vehicles* clause (DEAR 952.208-7) in all subcontracts for the leasing of motor vehicles for more than 60 days.

Include the *Required Sources For Helium and Helium Usage Data Clause* (FAR 52.208-8) in all subcontracts that involve a major helium requirement.

## **REFERENCES:**

Prime Contract Clause I.9B, Required Sources For Helium and Helium Usage Data  
Prime Contract Clause I.65 - Tagging of Leased Vehicles  
Prime Contract Clause I.114 - Contractor Purchasing System